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MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Supplemental Guidance Regarding Implementation of  
the DCI's Memorandum on Establishment of Career  
Service Panels for Secretarial and Clerical  
Personnel

REFERENCES : (a) Multi adse memo fr DDCI dtd 13 Apr 78,  
same subject  
(b) Multi adse memo fr DDCI dtd 7 Apr 78, subject:  
Uniform Promotion System  
(c) Memo fr D/Pers dtd 4 May 78, subject: Initial  
Guidelines on same subject

1. It is recognized that there may yet be impact on the Secretarial and Clerical Career Service Panels by ~~concurrent~~ <sup>concurrent</sup> implementation and *pending* decisions relating to the Uniform Promotion System.

2. The following guidelines are to be followed in further development and implementation of the Secretarial/Clerical Panels.

a. Comparative Evaluation

(1) All secretarial and clerical personnel will be comparatively ranked <sup>at least</sup> on an annual basis.

(2) The common "descriptors" presently applied in the comparative ranking process for professional employees will be used in the secretarial and clerical ranking exercise.

(3) Uniform criteria and procedures will be established by each Career Service for use in conducting comparative ranking and promotion exercises and will be published and disseminated throughout the Career Service. These criteria should be tailored to the specific needs of the various employee occupational groups to be evaluated.

b. Promotions

(1) The common criteria applicable for promotion in all Career Services and Subgroups are as contained  Additional criteria may be developed for specialized requirements, e.g., legal, medical, scientific secretaries, etc.

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(2) Minimum annual promotion targets for secretarial and clerical personnel above grade GS-\* will be established within the "Promotion Plan" developed by each Directorate.

(3) Secretarial and clerical personnel will be competitively evaluated for promotion determinations on an annual basis in accordance with Agency-wide uniform promotion schedules for their grade groups when the schedules are published.

(4) Secretarial and clerical personnel may be approved for promotion in their current position or through reassignment to another position when the promoted grade of the individual will not exceed the grade level of the position assignment.

c. Assignment and Training

(1) Establish, publish and disseminate criteria and procedures for the selection for assignment and training of secretarial and clerical personnel.

(2) Include in these criteria and procedures the Director's policy restricting assignment of individuals to GS-08 and above secretarial positions to employees either at the grade level or no more than one grade level below that of the position to be filled.

(3) Panels will consider all qualified personnel in the applicable competitive groups for assignment to current or upcoming position vacancies and will in the case of GS-08 and above secretarial personnel, through application of established criteria, nominate the three best qualified candidates for the supervisors consideration and selection.

3. As additional policy determinations are made, the Office of Personnel will provide guidance to further assist you in the development of your panel operations. We are still in the process of developing a Career Service Grade Authorization (CSGA) data base for each Directorate, for GS-08 and above secretarial personnel and will make it available as soon as it is finished and tested.

F. W. M. Janney